

# Employment Application

PLEASE COMPLETE THE ENTIRE APPLICATION:

DATE: \_\_\_\_\_

## APPLICANT INFORMATION:

Name: \_\_\_\_\_  
Last First Middle Initials

Present Address \_\_\_\_\_  
Number Street City Prov. Postal Code

How long have you been at this address? \_\_\_\_\_

Telephone(\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Days/hours available to work

No Pref. _____	Mon _____
Tue _____	Wed _____
Thu _____	Fri _____
Sat _____	Sun _____

How many hours can you work weekly? \_\_\_\_\_ Can you work evenings? \_\_\_\_\_

When could you begin working? \_\_\_\_\_

Will you work overtime if asked? \_\_\_\_\_

Employment desired    ☐ Full time only    ☐ Part time only    ☐ Full or part time

**Hobbies/Interests:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION:

High School _____	# of years _____	Degree _____
College _____	# of years _____	Degree _____
Bus. Or Trade School _____	# of years _____	Degree _____
Professional School _____	# of years _____	Degree _____

## EMPLOYMENT HISTORY:

Please begin with most recent

Employer \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ start \_\_\_\_\_ end \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ start \_\_\_\_\_ end \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ start \_\_\_\_\_ end \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

May we contact your present employer? ☐ yes ☐ no

What is your means of transportation to work? \_\_\_\_\_

What are your computer skills? \_\_\_\_\_

What are your keyboarding skills? (wpm) \_\_\_\_\_

What is the most important quality you are looking for in your future job? \_\_\_\_\_ Why?

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**OFFICE USE:**

1. RELIABILITY
2. FOLLOW THE PROGRAM
3. ATTITUDE
4. PROBLEM SOLVE
5. SOLUTION DRIVEN
6. CLEAN/NEAT
7. TEAM FOCUSED

**TRAINING:**

1. VIDEOS \_\_\_\_\_
2. LISTEN \_\_\_\_\_
3. BOOK TRG \_\_\_\_\_
4. EVERY OTHER CALL \_\_\_\_\_

**INTERVIEW INFORMATION:**